



Australian Government

Bureau of Meteorology

INFORMATION FOR JOB APPLICANTS

To help us consider your application would you please complete any relevant details on the Application Cover Form. Please note that the Application Cover Form is NOT a job application form and does not take the place of an application. Its purpose is to ensure that we can quickly access the details required to record and respond to your application.

ELIGIBILITY

Citizenship

Successful applicants are employed as an employee of the Australian Public Service.

To be eligible for employment applicants must hold Australian citizenship. Applicants may be considered for employment if they are:

- a permanent resident who has not yet satisfied the residential requirement for citizenship; or
- a permanent resident who has applied for, but has not yet been granted citizenship.

Successful applicants will need to provide evidence of citizenship status as well as their original Birth Certificate prior to being employed.

Qualifications

Applicants for specific Bureau occupational groups for which mandatory qualifications have been prescribed, will be asked to provide evidence that they possess the necessary qualifications prior to being engaged or assigned to that occupation.

Character

Successful applicants must be of good character. This assessment involves the checking, where appropriate, of police records, employment history and employment references.

Health Clearance

Specific medical standards must be met, prior to engagement with the Bureau or assignment to specific Bureau occupational groups. This assessment may involve a medical assessment organised with Health Services Australia.

Probation

Successful applicants may initially be employed on probation. Continued employment during the probationary period will depend on general conduct, work performance and other work-related requirements. Where a probationary period is applied, the probationary arrangements and the maximum period will be advised to the employee prior to engagement.

CONTACT OFFICER

If you have any queries about the position after studying the selection documentation, speak to the contact officer specified in the advertisement. On this basis, decide whether or not the position interests you and whether your abilities, experience, qualifications, standard of work performance and personal qualities are relevant to the position and match the selection criteria.

APPLICATIONS

It is recommended that your application include the following:

- The Application Cover Form, which should be completed and attached as the first two pages of your application,
- A statement of your claims against the Selection Criteria (Refer to the section headed MERIT & SELECTION CRITERIA below), and
- Your Résumé or Curriculum Vitae.
- The information on the Survey Form is being collected for service improvement purposes only. Completion is voluntary and the Survey Form may be forwarded to the Recruitment Unit separately to your application.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Bureau is an equal opportunity employer committed to ensuring that the fair and equitable consideration is given to all applicants. You may wish to indicate that you are an Indigenous Australian (Aboriginal or Torres Strait Islander), come from a non-English speaking background or have a disability if you're contacted for an interview. This will assist in ensuring that Selection Advisory Committees are appropriately structured.

MERIT & SELECTION CRITERIA

Selections for engagement and promotion are determined on the basis of merit.

Selection criteria list the work-related qualities to perform the duties of the position.

Accordingly, you are advised to include a statement specifically addressing the selection criteria in your application. The most effective way to arrange your statement is to set out each criterion as a separate heading and then address your specific relevant claims to those headings.

Your statement should be based on your demonstrated:

- skills and abilities,
- qualifications, training & competencies,
- standard of work performance,
- capacity to produce outcomes from effective performance at the level required,
- relevant personal qualities,
- demonstrated potential for further development, and / or
- ability to contribute to team

as relevant to the selection criteria.

INTERVIEW ARRANGEMENTS

If you are selected for interview and you require special interview arrangements (eg: special access if you have restricted mobility, sign language interpreter if you have a hearing impairment etc.) you should indicate your requirements when you are contacted for interview.

Please note: Applications will not be acknowledged on receipt.



Australian Government
Bureau of Meteorology

APPLICATION COVER FORM

This Application Cover Form should be completed and attached to your full application

POSITION DETAILS

Classification: _____ Reference Number: _____

APPLICANT DETAILS

Family Name: _____ Given Names: _____

Title: DR MR MRS MISS MS (Please tick one box)

Preferred Name: _____

CURRENT EMPLOYER

Bureau of Meteorology (APS) YES NO
Australian Public Service (APS) YES NO
Other (External Applicant) YES NO

AUSTRALIAN CITIZENSHIP

Are you an Australian Citizen? YES NO

If NO,

Are you a Permanent Resident? YES NO

If YES,

Have you applied for Australian Citizenship? YES NO

If YES,

When will your Citizenship be granted? _____ / _____ / _____

If NO,

When are you eligible to apply for Citizenship? _____ / _____ / _____

APS APPLICANTS ONLY

AGS No: _____

Nominal Classification: _____ Actual Classification: _____

Ongoing employee? YES NO
Non-ongoing employee? YES NO

CONTACT DETAILS

Street: _____

Suburb/City: _____ Post Code: _____

Is this your Home or Work address?

Phone (H): ()

Phone (W): ()

TERTIARY EDUCATION DETAILS

NAME OF INSTITUTION:
COURSE OF STUDY:
HIGHEST QUALIFICATIONS OBTAINED:
COMPLETION DATE OR EXPECTED COMPLETION DATE:

REFEREES

Please provide contact details for two referees.

FIRST REFEREE	SECOND REFEREE
NAME	NAME
EMPLOYER	EMPLOYER
TELEPHONE EMAIL	TELEPHONE EMAIL

ADVERTISING

Please indicate where you first noticed the position advertised?

- | | |
|--|---|
| <input type="checkbox"/> Australian Public Service Gazette | <input type="checkbox"/> AMOS (Aust Meteorological and Oceanographic Society) |
| <input type="checkbox"/> Aust Mathematical Society website | <input type="checkbox"/> EOS Journal |
| <input type="checkbox"/> Enviro Jobs website | <input type="checkbox"/> MYCAREER.COM |
| <input type="checkbox"/> New Scientist website | <input type="checkbox"/> Newspaper (please specify) _____ |
| <input type="checkbox"/> SEEK.COM | <input type="checkbox"/> Science Alert Australia & New Zealand Jobs website |
| <input type="checkbox"/> Bureau of Meteorology web site www.bom.gov.au | |
| <input type="checkbox"/> Bureau of Meteorology Staffing Circular "BSC" (Internal Publication) | |
| <input type="checkbox"/> Water Jobs Online | <input type="checkbox"/> Other please detail _____ |

APPLICATION CHECKLIST

Check that you have:

- read the information for job applicants;
- fully completed this Application Cover Form;
- attached a statement addressing each of the "Selection Criteria";
- attached a current Curriculum Vitae or Résumé;

Signature _____

Date ___ / ___ / ___

Print Name _____

Send completed Application Cover Form, together with your full application to:

RECRUITMENT MANAGER
BUREAU OF METEOROLOGY
GPO BOX 1289
MELBOURNE VIC 3001

Or you can Email your full application to jobs@bom.gov.au

Should you have any questions on the application format please contact the Recruitment Unit
Telephone: (03) 9669 4379 or (03) 9669 4333